

---

ORGANIZATION AND FUNCTIONS OF THE DIVISION RESPONSIBLE FOR THE MEDICAL ASSISTANCE PROGRAM UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

(Brief description, supplemented by an organizational chart of the responsible division.)

The Division of Medical Assistance administers the Title XIX and General Relief - Medical Assistance programs. It works in close association with the State Divisions of Family and Youth Services, Public Health, Public Assistance, and Vocational Rehabilitation, as well as with the federal Social Security Administration in administering these programs.

The Division is responsible for developing and maintaining the state plan under which the Medicaid program is administered. It is also responsible for establishing and coordinating the maintenance of systems and methods to ensure compliance with all applicable state and federal statutes, regulations, guidelines, and objectives.

The Division is separated into five major functional areas, all of which are supervised by individuals who are under the supervision of the Director.

The Director is responsible for administering the state's two medical programs: Medicaid and General Relief-Medical. The Director is responsible for planning, policy development and implementation, assuring compliance with state and federal laws, management of the medical budget, problem solving, and legislative interface on behalf of the administration.

The organization and staff of the Division are as follows:

I. Operations Section (Anchorage):

- (1) The Chief of Medical Assistance is responsible for the Medical Review Unit, the Management Information Systems Unit, the contract for third party liability recovery, and the staff positions and contractors who provide medical consulting services.
  - (A) One Clerk Typist III provides clerical support to the Chief.
  - (B) An Analyst-Programmer III maintains the Division's network of personal computers.
- (2) Management Information Systems Unit. This unit is responsible for maintaining the contract with a fiscal

agent for computerized claims processing, including MARS reports, SURS reports, prior authorization to services, and provider enrollment and education.

- (A) This unit is supervised by a Medical Assistance Program Officer who is supported by a Clerk Typist III.
  - (B) An Accountant III and an Accounting Technician I develop accounting and financial reports regarding the fiscal agent's activities.
  - (C) A Project Coordinator is responsible for maintaining the Medicare-Medicaid coding system, and supervises a unit consisting of
    - (i) A Quality Control Technician I, who maintains system interfaces, resolves claims disputes regarding eligibility, and represents the division in client and provider hearings;
    - (ii) A Project Assistant, who is responsible for maintaining Medicare Buy-In records and resolving Buy-In interface problem cases;
    - (iii) An Administrative Assistant III, who is responsible for facilitating cost avoidance activities and the third party liability recovery system, exclusive of the post-payment recovery activities of the contractor; and
    - (iv) An Accountant Technician I, who resolves disputed claims.
    - (v) A second Quality Control Technician I, who reviews and reconciles claims, TPL cases, and MARS reports, researches and resolves client and provider problems, tests and maintains interfaces, and documents and resolves system and procedural problems.
  - (D) A Research Analyst II, who is responsible for managing the reports of the MARS reporting system.
- (3) Medical Review Unit. This unit is responsible for surveillance and utilization review, which includes maintaining and controlling the quantity and quality of

---

health care services. This section also develops payment and program policy in conjunction with the Program Policy Section.

- (A) Part of this unit is supervised by a Health Facilities Licensing Surveyor, who supervises a contract for professional services activities, including pre-authorization of non-emergency General Relief-Medical hospital admissions, length-of-stay authorizations, and review of specified medical procedures.
- (B) A Registered Nurse IV is responsible of post-payment review activities, reviewing and approving personal care attendant plans, and monitoring medical equipment and supply coverage and pricing.
- (C) A Health and Social Services Planner I is responsible for the reports of the performance of various aspects of the Medicaid program.
- (D) A Research Analyst II supports the surveillance and utilization activities and maintains and analyzes the SURS reports.
- (E) A Medical Assistance Administrator, works with contractor staff on provider relations, provider enrollment, provider appeals, and on coverage and SURS projects and issues.
- (F) A Medical Officer (M.D.), who directs and conducts a wide array of SURS activities and provider relations services, and supervises a:
  - (a) Clerk Typist III, who provides support to this sub-unit; and a
  - (b) Pharmacy Program Manager, whose duties are explained by his job title.

4. Waiver Authorization Unit

This unit is responsible for the eligibility, provider recruitment, provider relations, relations with other state agencies, and accounting functions necessary to the Division's home and community based waivers.

---

In this unit, a Health Program Specialist II, who is an RN (SPMP), supervises the unit and approves all recipients' plans of care; a Medical Assistance Administrator reviews plans of care for costs and consistency; a Statistical Technician I does the cost accounting; and a Clerk Typist III provides support services to the unit.

II. Certification and Licensing Section

This unit is responsible for all health care facilities staff licensing and federal certifications under Title XVIII and XIX, complaint investigations, and institutional utilization control.

(A) A HCFL Administrator supervises this section.

TN No. 93-10 Approval Date 10/10/77 Effective Date 10/10/77  
Supersedes \_\_\_\_\_  
TN No.

- (B) Nine HCFL Surveyors are responsible for conducting surveys of facilities.
- (C) A Social Worker V conducts the inspection of care review.
- (D) An Administrative Assistant I and a Clerk Typist III provide support to the unit.

### III. Program Policy Section

The Program Policy Section provides support to the Director on current State policy and procedures for administration of the medical assistance programs within applicable State and federal statutes and regulations.

- (A) A Medical Assistance Program Officer develops and maintains the Medicaid State Plan and state administrative regulations. This position specializes in coverage policy and supervises a Clerk Typist III who supports the unit.
- (B) An Accountant IV develops and maintains reimbursement policy and is the Division's primary contact with staff of the Medicaid Rate Advisory Commission.
- (C) A second Medical Assistance Program Officer specializes in developing and maintaining eligibility policy.

### IV. Community Services Section

This unit gathers data and examines the need for the feasibility and cost-effectiveness of waivers and options to serve the needs of the elderly, disabled children, and adult mentally retarded for alternative care to institutionalization. This unit also coordinates state and federal planning and funding of Medicaid services and functions within state government.

- (A) A Health Planner III supervises the unit.
- (B) A Program Coordinator facilitates the planning coordination, and implementation of home and community-based waivers.
- (C) A Clerk Typist III provides support services to the unit.
- (D) A Health Program Specialist II researches and analyzes other states' methodologies, applications, and supporting data for planning, applying for, operating, and evaluating programs.

- (E) The Research Analyst III compiles, analyzes, and reports on the data gathered by other staff.
- (F) The Health Program Specialist II (dedicated position within the Older Alaskans' Commission) focuses its research primarily on the needs of the elderly and conducts client and provider relations activities.
- (G) The Health Program Specialist II (dedicated position within the Governor's Council for the Gifted and Handicapped). Operates as (F), above, but with a focus on the needs of disabled adults and children.
- (H-I) Two Research Analyst III's coordinate state and federal financing of government programs.

V. Administration/Budget Section

- (1) This section provides administrative support for the Division.
  - (A) The Administrative Officer III provides support to the Director by acting in his/her behalf for administrative matters in the Director's absence. The primary function is to provide support to the Division in the development of budgets and the administration of state and federal matching funds.
  - (B) The Administrative Assistant III assists the Administrative Officer.
  - (C) The Secretary I performs secretarial work for the Director and the Medical Assistance staff based in Juneau.

Medical Care Advisory Committee

In accordance with federal regulations, the Medical Care Advisory Committee (MCAC) functions in an advisory capacity to the Division. This board has one paid position, A Research Analyst II, supervised by the Director, who provides support to the Committee.

Medicaid Rate Advisory Commission (Office of the Commissioner)

In accordance with state law, the Governor appoints five members to a rate commission which has been established to advise the Commissioner on the setting of reimbursement rates for specific health care providers. This commission has six paid positions, which include

---

an Executive Director, a Program Budget Analyst III, an Internal Auditor III, and Accounting Technician I, a Secretary I, and a temporary Accountant III.

Fraud Investigations (Department of Law)

The Fraud Investigation Section is located in the Anchorage Offices of the Department of Law. Through an agreement with the Department of Health and Social Services, this section conducts fraud investigations for all assistance programs.

Healthy Baby Program (Division of Public Health)

Two Public Health Nurse III's and three Public Health Nurse II's within the Division of Public Health assesses the degree of medical risks of pregnant Medicaid recipients who are referred to them, do the care planning necessitated by their evaluation that a high-risk pregnancy exists, monitor compliance with that plan of care, modify the plan as necessary, and assess the progress of the recipient. Staff evaluate both the over-all efficacy of medical care planning for each individual participant and the accumulative medical outcomes of care planning for this populace in order to plan in detail for the future expansion of high-risk care planning into full-service management. Similar duties are conducted by the same personnel to identify and do care planning for eligible infants and young children who are a high medical risk, but whose degree of risk cannot be successfully addressed by existing EPSDT and other Alaska Medicaid services.

These staff positions also conduct direct provider and client outreach activities additional to the public outreach provided under contract to the department. The direct outreach includes logging and responding to calls made on a statewide "hot line".

Alcoholism and Drug Abuse

Within the Division of Alcoholism and Drug Abuse, an Associate Program Coordinator and an FAS-FADE Coordinator work with approved providers to improve the access of Medicaid recipients to appropriate services, train providers in Medicaid eligibility and coverage requirements, and monitor providers' compliance with Medicaid requirements.

Office of Hearings and Appeals (Commissioner)

Two Hearing Officers and a Clerk Typist III conduct appeals and hearings for an array of aggrieved vendors, contractors, grantees, and clients of the Department, including any fair hearings requested by

assistance recipients and any provider appeals requested by medical assistance providers.

Prenatal Targeted Case Management (Medicaid Services Unit, Division of Public Health)

Prenatal targeted case management services are provided to high risk pregnant women in health centers operated by the Section of Nursing in Fairbanks and Juneau. These services are provided in the Anchorage municipal area for the same high risk population by Public Health Nurses employed by the Municipality of Anchorage.

Intensive Public Health Nursing Assessment and Intervention (Section of Nursing, Division of Public Health)

One Program Nurse Consultant provides oversight and administration of the pilot project which combines intensive Public Health Nursing services with a structured intervention procedure designed to prevent child abuse and neglect among high risk women. The high risk women are identified as first-time mothers who are teenagers, unmarried, and of low socio-economic or low educational level. These intensive screens are performed by public health nurses in Fairbanks, Ketchikan, and Kenai for clients identified during the initial EPSDT screen.

Maintenance of Medical Records and Provision of Reports on Medicaid-Eligible Clients as Requested by the Division of Medical Assistance (Section of Nursing, Division of Public Health)

The medical records system used by the Division of Public Health, Section of Nursing, records all EPSDT screens and is called the Records Patient Management System (RPMS). The RPMS section maintains client medical records and provides reports as requested to the Division of Medical Assistance on Medicaid-eligible clients. Patient records for Medicaid-eligible clients are maintained by a Program Nurse Consultant, and Analyst Programmer, and a Data Technician. In addition, three data processing clerks in Anchorage, Juneau, and Fairbanks are positions dedicated to data entry into these records. Other health center employees, as documented by the EPSDT time study, also perform some data entry for the patient record system.

Section of Labs

The Section of Laboratories performs diagnostic and screening tests for infectious diseases for all Alaska health care providers serving Medicaid-eligible clients, and perform blood lead and screenings for blood lead contamination for Medicaid-eligible children.

The Chief of the Section of Laboratories, as well as the three lab



managers (microbiologists) are responsible for the oversight of all administrative and laboratory functions. Administrative support is provided to the laboratory personnel by one Administrative Assistant I, one Clerk Typist II, five Data Clerk I's, and two Clerk Typist IV's.

Outreach Services (Section of Maternal and Child and Family Health, Division of Public Health)

Outreach services are provided to Medicaid-eligible clients by the staff of the Communicative Disorders Program, Prenatal Care 2 program, and the Handicapped Childrens' Program.

Communicative Disorders: Communicative Disorders personnel promote the early identification, diagnosis, referral, rehabilitation, and habilitation services for individuals among the Medicaid-eligible population who have, or are at risk of having, speech, language and hearing disorders. There are 3 state audiologists who perform these services, as well as 2.5 additional personnel who provide direct clerical and administrative support.

Prenatal Care 2 Program: Two Public Health staff are responsible for providing outreach services into communities to find women who do not have access to prenatal care. The Prenatal Care 2 program is designed to provide prenatal care to eligible women (excluding delivery) and lab and pharmacy services.

The staff screen all clients for eligibility, assess client needs through personal interview (medical, psychosocial, and financial), provide referrals for medical care and public health nursing services and nutrition (WIC), outreach to the community including physician offices, school age student groups, parent groups, agency staff and mass media activities (TV, radio interviews, and printed material), and assist clients in applying for Medicaid benefits.

Handicapped Childrens' Program: Three staff in this program provide outreach services for those clients who are Medicaid eligible by performing a financial review and subsequent referral to Medicaid for those that are initially determined income or otherwise eligible.

Diagnosis, Screening and Prevention Services, Section of Epidemiology (Division of Public Health)

Diagnosis, screening and prevention services are offered by the Section of Epidemiology to identify and treat Tuberculosis, AIDS, and Sexually Transmitted Diseases in Alaska.

---

Purchase of Vaccines for Hemophilus B

To vaccinate more children to prevent the occurrence of bacterial meningitis, the State makes available and also administers Hemophilus B Conjugate vaccine to EPSDT children. The Division of Public Health is responsible for the purchase, storage, and distribution of vaccine to Public Health Nurses, health clinics, and private physicians. In addition, the Division of Public Health is responsible for notifying the public of the availability of the vaccine for EPSDT children.

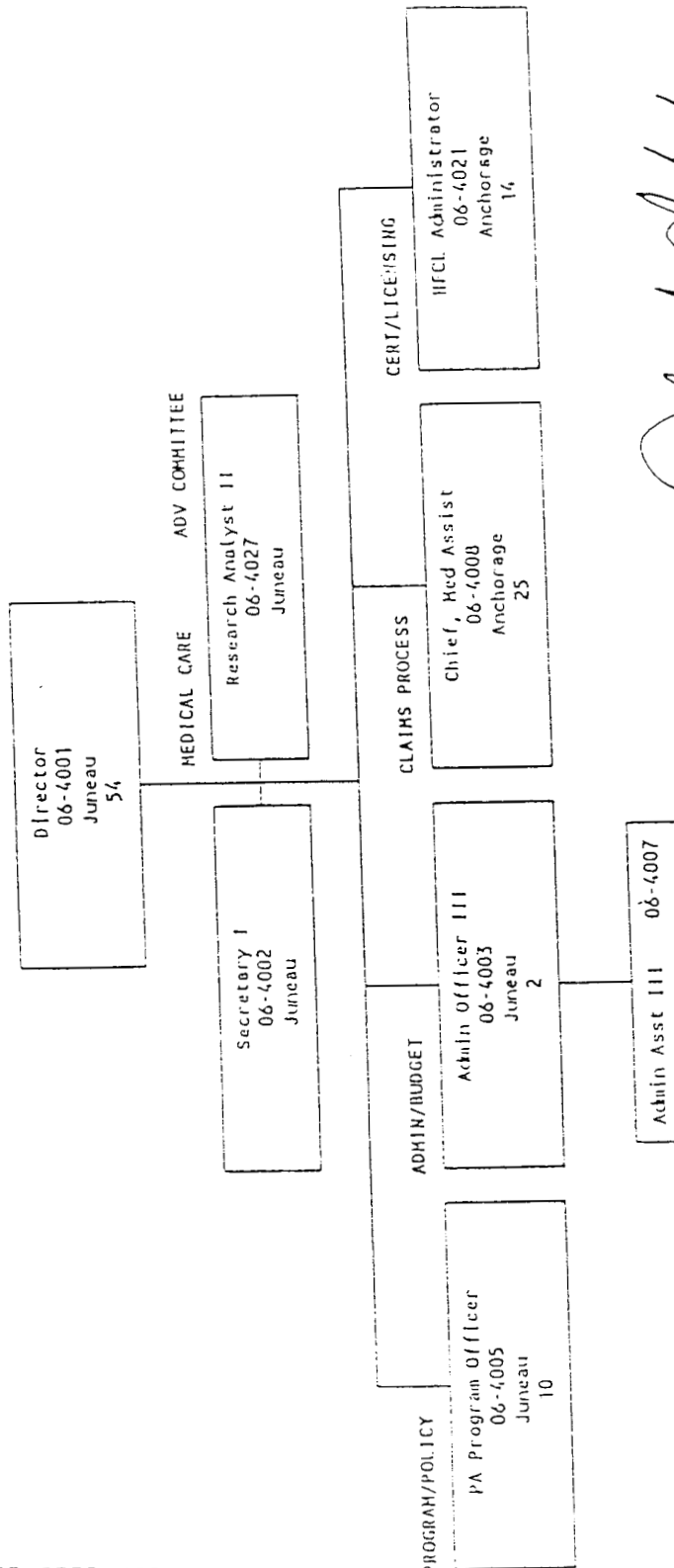
Blood Lead Testing

One Chemist II position in the Section of Laboratories and two full-time equivalent Public Health Nurses are involved in blood lead testing. The Chemist provides training for EPSDT providers, and purchases supplies and equipment necessary to properly test and monitor blood lead levels. Two Public Health Nurses provide training to other Public Health Nurses as well as to private providers, develop brochures, rewrite the EPSDT manual, provide outreach to the public, and administer screening tests statewide.

---

TN No. 92-11 Approval Date 2/1/88 Effective Date 11-1-88  
Supersedes \_\_\_\_\_  
TN No. \_\_\_\_\_

DEPARTMENT of HEALTH & SOCIAL SERVICES  
DIVISION of MEDICAL ASSISTANCE



*Richard A. Hahn*  
Richard A. Hahn, M.D., H.P.H.  
Commissioner  
Date: 8 May 91

*Kimberly S. Busch*  
Kimberly Busch, Acting Director  
Division of Medical Assistance  
Date: 4-27-91

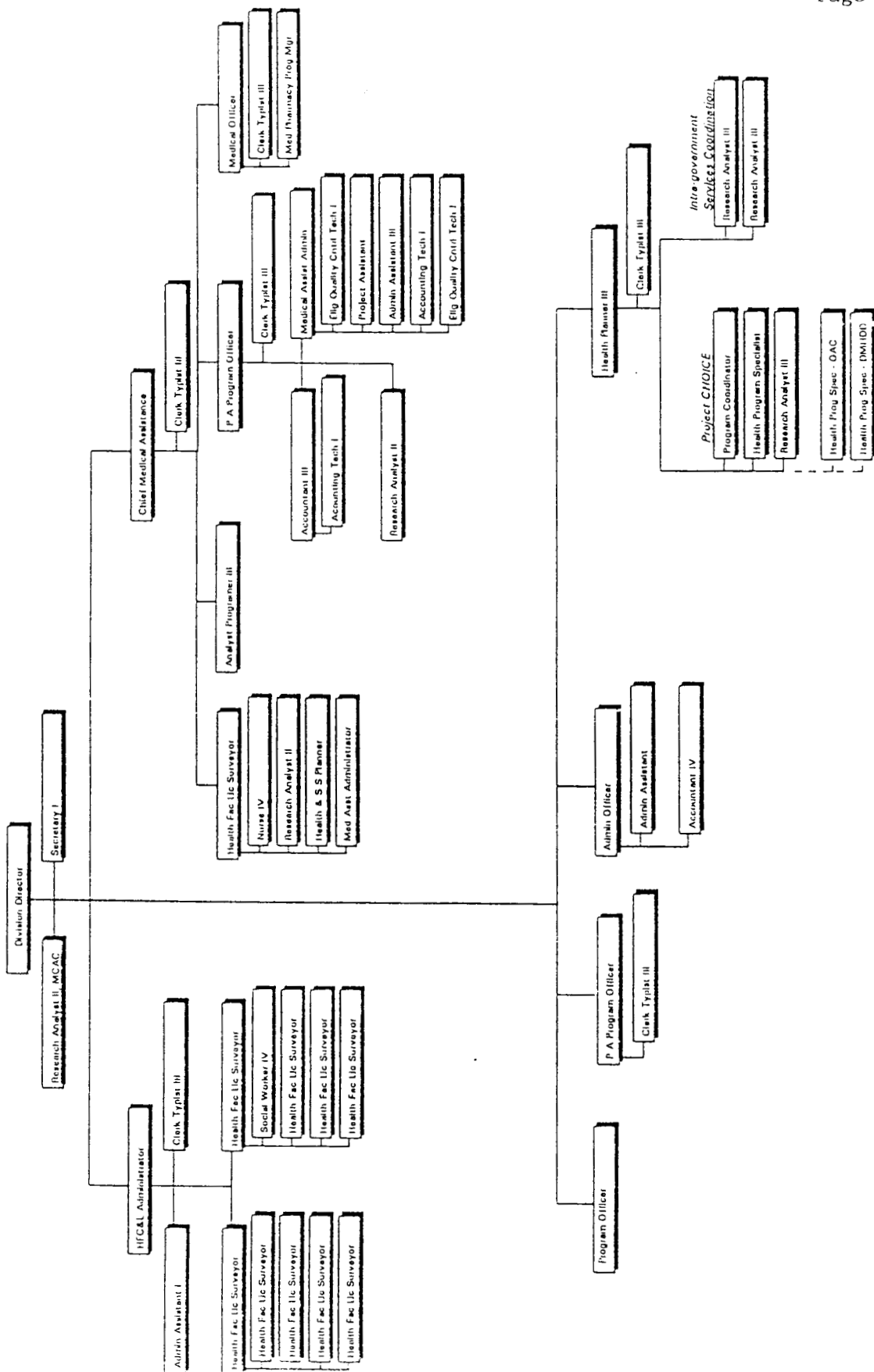
TN No. 92-11

Approval Date: 10-21-1992

Effective Date: \_\_\_\_\_

Supersedes: \_\_\_\_\_

# Division of Medical Assistance



Director *Kimberly B. Swen*

Date *5-18-92*